

**STATE MILITARY DEPARTMENT JOINT FORCE HEADQUARTERS
ALABAMA NATIONAL GUARD
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MONTGOMERY, ALABAMA 36109-0711**


ALJF-TAG

2 January 2008

MEMORANDUM FOR All Employees and Members of the Alabama National Guard

SUBJECT: Employee Assistance Program (EAP)

1. As employees of the Alabama National Guard, we must always remember our goal is to accomplish our designated mission. In order to do so, we must maintain high levels of productivity and morale. The physical, as well as, emotional well being of our employees in the workforce, is a critical factor in our success or failure.
2. Problems such as alcohol or drug abuse, marital or family crisis, legal or financial difficulties, job or personal stress, and other difficulties may exist for us. Situations like such can manifest themselves in the workplace in the form of accidents, poor conduct, attendance problems, and decreased productivity. Unfortunately, often our personal problems become employment problems. EAP is designed to assist us in locating agencies or services that will help resolve our problem. Coercion will not be used for participating in this program. However, those of us who do not correct employment-related problems will be subjected to administrative and disciplinary procedures.
3. Participation in EAP is confidential (except in problems involving jeopardy to life, welfare of the organization, and state laws) and will not jeopardize job security or promotional opportunities. Initial visitation with the EAP Coordinator will be in an administrative leave status. All subsequent visits or referral visits will be in annual or sick leave status. The EAP Coordinator can be reached at Comm (334) 271-7215 or DSN 363-7215.
4. This policy letter supersedes JFHQ-AL-HRO/EEO, 3 May 2004, Subject: Technician Assistance Program (TAP) Policy and will be posted on all technician bulletin boards.



ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General